DCPDS Organizational Hierarchy/Position Organization Address/ Position Build

People First, Mission Always

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Guide to Human Resource Specialist (Information Systems) Operations
Appendix G-5 – Organization Hierarchy

MODERN DCPDS PROCEDURES

1. Organization Hierarchy
>   When changes occur to a UIC/PAS
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1. MODERN DCPDS – HIERARCHY PROCEDURES

There are three steps in creating a Hierarchy in DCPDS. These steps are required before the States can use/build positions.

1. **Establish the UIC/PAS Code on Organization Hierarchy Table**
2. **Establish the Position Organization Address (POA) on the POA Table**
3. **Have initial Position built by NGB-TNI**

ORGANIZATION HIERARCHY:

An Organization Hierarchy is the structure within a State, starting at the highest level (i.e. The Adjutant General) to the lowest level. A Hierarchy must be established in the State and Unit designations must be on the table before any position's can be built in DCPDS.

In DCPDS, the hierarchy table is centrally maintained by DoD. States are required to submit changes to their hierarchies to NGB-J1-TNI-R via e-mail to DCPDS.Enhancement@ngb.ang.af.mil group box. NGB-J1-TNI submits the changes to Civilian Personnel Management Service (CPMS) who is responsible for updating Organization Hierarchy changes to DCPDS. These changes are reflected in the patches to DCPDS. Patches are generally loaded on Sunday's.

The hierarchy table consists of the Army Unit Identification Codes (UIC) and Air Personnel Accounting Symbol (PAS) Codes. The UIC/PAS codes come from the Army Manpower Vouchers/Air Unit Manning Document (UMD).

NGB-TNI requires Additions/Deletions/Changes to be submitted on an Excel Worksheet.

The first step is establishing your State's Hierarchy. For example:

The Adjutant General
 -   JOINT FORCE HQ
         68 TROOP CMD
             814 MED DET
             116 MPAD
             DET 1, 129 PAD
             1ST BN, 112 AVN

         HHD ENGR BDE, 34 INF DIV
             141 ENGR CBT BN
                 CO A, 141 ENGR CBT BN
                     DET 1, CO A, 141

Once the Hierarchy has been determined – complete the hierarchy spreadsheet accordingly.

For example

NG | AR | Child UIC | Child Unit Cleartext | City, State where located | CCPO ID | Geoloc Code | Parent UIC | Parent Unit Cleartext |

Geoloc Code must be from the OPM table titled "Duty Station File" found at www.opm.gov/feddata/guidance.asp.   The Location code in the Organization Hierarchy populates the location field in the position record.

WHEN CHANGES OCCUR TO A UIC/PAS:
When submitting changes to a UIC/PAS code, be specific. Changes are allowed for agency group, unit description, location, parent UIC and parent UIC description.

Always show a **FROM** and **TO** on the spreadsheet.

Example:
FROM
NG|AR|W78YAA|68 TROOP COMMAND|BISMARCK, ND|UQ|380370015|W8BQAA|<mark>HQ STARC - ND</mark>

TO
NG|AR|W78YAA|68 TROOP COMMAND|BISMARCK, ND|UQ|380370015|W8BQAA|<mark>JOINT FORCE HQ-ND</mark>

Highlight the change on the spreadsheet.

Before NGB-TNI-R submits any changes for an Army UIC to CPMS, the UIC is checked against the Army RCAS UIC database and it is also check against the entire Organization Hierarchy Table to be sure another State is not using it.

WHEN A UIC/PAS HAS BEEN ADDED/REDESIGNATED:
When a UIC/PAS has been added or re-designated with a new code, it is an addition to the table (HRO's need to monitor when the new code is added and submit the request to end-date the old code once everyone has been moved. See when a Unit is terminated.).

ADD
NG|AR|<mark>W78YAA</mark>|68 TROOP COMMAND|BISMARCK, ND|UQ|380370015|W8BQAA|JOINT FORCE HQ-ND

WHEN A UNIT IS TERMINATED:
If a unit is stood down in a State, you will need to delete the old UIC/PAS on the
Hierarchy Table.

You will need to make sure all employees have been reassigned/moved from that
UIC/PAS before submitting the deletion request. Also, be sure all positions are changed
to Eliminated status (or if you choose, you can delete the position from DCPDS if it has
never been used).

When submitting a request for deletion be sure to include an end-date.

Example:

DELETE:
NG|AR|W8BQA1|68 TROOP COMMAND|BISMARCK, ND|UQ|380370015|W8BQAA|JOINT
FORCE HQ-ND|12APR04

2. POSITION ORGANIZATION ADDRESS (POA)
The POA populates the **From** and **To** side of the Request for Personnel Action (RPA) and the
Notification for Personnel Action (NPA). The POA is a mandatory required data field for
validating the position, this field is located in the Extra Position Information window in the US
Federal Position Group 1. A POA cannot be built until the UIC/PAS has been added to the
Hierarchy Table.

The POA table is maintained by NGB-J1-TNI. Any changes are to be submitted to NGB-J1-TNI,
any format is acceptable (i.e. Word, Excel, Notepad).

INSTRUCTIONS FOR SUBMITTING POSITION ORGANIZATION ADDRESS (POA)
Changes/Additions/End-date:
Be specific as to what you are asking for. Ensure end-dated requests are not being used in an
encumbered position. You will also need to include the Duty Station code with the request. The
Duty Station code found in the POA table populates block 38 of the RPA/NPA.

The POA name is composed with the following four data fields:
SOID (TA, TB, TC, etc…)
Sub Agency Code (AF, ZG or AR)
UIC or last 6 characters of PAS code
Org Structure/Functional Account Code

Example of Army POA:

Line 1 - UQARW78YAA2440 – GeoLoc # 381020015
Line 2 – THE ADJUTANT GENERAL – ND
Line 3 – JOINT FORCE HQ – ND *(parent UIC description as it is in DCPDS)*
Line 4 – 68 TROOP CMD *(child UIC description as it is in DCPDS, if child UIC is JOINT FORCE HQ – XX, then line three is blank)*
Line 5 – *(description of PARA if it is within 1000 – 1999 or 4020 – 4949 or 5020 – 7025, all others leave line blank)*
Line 6 – BISMARCK, ND *(location description as it is listed on the OPM table)*

Example of Air POA:

Line 1 – UQAF2IFMHY1010ZZ – GeoLoc #381020015
Line 2 – THE ADJUTANT GENERAL – ND
Line 3 – ND ANG HQS *(child PAS code description as it is in DCPDS)*
Line 4 – HRO *(description of FAC code as it shows in Air Manning Document)*
Line 5 – BISMARCK, ND

3. INITIAL POSITION BUILD

When a new UIC or PAS code is added to a State's Organization Hierarchy, NGB-J1-TNI-R is required to built the first position to grant that State access to that UIC/PAS code. The HRO is required to submit an Initial Position Build worksheet to NGB-J1-TNI. The request for a New Position Build needs to be for a valid position, not a test position. NGB-J1-TNI will build the initial position for a UIC/PAS code based on your submission. After NGB-J1-TNI has completed the build – they will e-mail the PSM with the sequence number of the position (See cheat sheet for building positions.).

Once this has been accomplished, the state can begin to use the UIC/PAS code.

You can e-mail all three submission request at the same time.
   1- UIC build
   2- POA build
   3- Position build

NGB-J1-TNI will monitor and submit the updates as required.

Or you can:
   1- Submit the UIC/PAS code build, watch for the update in a patch, then submit the POA and Position build

Note: If the new UIC/PAS code or Struct ID/Func Acct is for position's encumbered by technician's – remember these codes MUST be sent to DFAS for DFAS Table updating, prior to being used.

CHEAT SHEET FOR BUILDING POSITIONS
For Army TECH Positions

EFFECTIVE DATE: _____ *(Date Track to the effective date of Position)*
NAME: Position Description _____ *(Enter PD#, field size is 8, 1 thru 5 fields enter PD#, last three digits are coded as follows: zero filled if there is no exception to PD, if there is an exception to PD, then the sixth digit is coded as one of the following C – Officer, E – Enlisted, N – Nondual, W – Warrant. The seventh and eighth digits will show the state code, example OH for Ohio, ND for North Dakota.)*

  Title _____ (Enter position title)
  Sequence Number (system generated) **Write it down**
  Agency group NGAR
  Position type TECH → Click OK

Organization: **%_____%** (%UIC%) *(required field)*
Job: _____ *(required field)*

Additional Position Detail area
Servicing Office ID _____ *(required field)*
Servicing Agency NG
Region _NGBU_
Unit ID Code _____ *(must be same UIC code as Organization) (required field)*
Mobilization Indicator _____
Remarks _____(optional)
Payroll System _D_ *(required field)*
Click OK and Save

Others → select "Army Guard Technician":

Army Guard Technician
Manpower PCN _____
*(Enter State code (example: AL, AK etc.) follow by **0** and the paragraph and line number. **Note:** If the position is ILO, then third digit must be "**L**"). The paragraph in the MPCN must be the same as PARA listed in the POA in US Federal Position Group 1.*
Position ID _9_
MTOE/TDA/SP _____
MTOE/TDA/PARA/LN/SP ______(required field)_
Authorized Psn _____ *(must be 0 or 1) (required field)*
Required Psn _____ *(must be 0 or 1)(required field)*
AMSCO _____ *(required field)*
Natl Grd Appt Reqmt _____ *(required field)*
CPCN Exception Code _____
Click OK and save DDF

Multiple Agency Information
Position Mgt Review Status_____ *(required field)*
Status ____ *(required field)*
Program Element _____ *(required field)*
Mobility Reason _____
Responsibility Level ______(required field)_
Cick OK and save DDF

U S Federal Position Group 1
Personnel Office ID _____ *(required field)*
Office Symbol _____ *(optional)*
Organization Structure ID ______(4 digit para, should be the same as para in MPCN data field) (required field)_
Occupational Category Code _____ *(required field)*
FLSA _____ *(required field)*
Bargaining Unit Status _____ *(required field)*
Work Schedule __F__
Functional Class __00__
Position Sensitivity _____ *(required field)*
Security Access _____(required field)_
Supervisory Status _____(required field)_
Type of Employee Supervised ______(required field)_
Payroll Office Id _____ *(required field)*
Click OK and save DDF

U S Federal Position Group 2
Position Type __APPR__
Position Occupied ____ *(required field)*
Organization Function Code _____ *(required field)*
Date Position Classified _____ *(required field)*
Date Position Audit _____ *(required field)*
Drug Test ____
Click OK and save DDF

U S Federal Valid Grade Info
Valid Grade __ ______(required field)_
Target Grade _____
Pay Table ID ______(required field)_
Pay Basis ____ *(required field)*
Employment Category Group __1___(required field)_
Click OK and save DDF

VALIDATE POSITION.

CHEAT SHEET FOR BUILDING POSITIONS
For Air TECH Positions

EFFECTIVE DATE: _____ *(Date Track to the effective date of Position)*
NAME: Position Description _____(*Enter PD#, field size is 8, 1 thru 5 fields enter PD#, last three digits are coded as follows: zero filled if there is no exception to PD, if there is an exception to PD, then the sixth digit is coded as one of the following C – Officer, E – Enlisted, N – Nondual, W – Warrant. The seventh and eighth digits will show the state code, example OH for Ohio, ND for North Dakota.*)

Title _____ *(Enter position title)*
   Sequence Number (system generated) **Write it down**
   Agency group NGAF
   Position type TECH → Click OK

Organization: **%_____%** *(%PAS%) (required field)*
Job: _____

Additional Position Detail area
Servicing Office ID _____
Servicing Agency NG
Region _NGBU_
PAS Code _____ *(must be same PAS code as Organization) (required field)*
Mobilization Indicator _____
Remarks _____ *(optional)*
Payroll System _D_ *(required field)*
Click OK and Save

Others → select "Air Force Guard Technician":

Air Force Appropriated/Local National
Manpower PCN _____
(Enter State code (example: AL, AK etc.) follow by "A" (A for Air) and 7 digits SPMD#) (required field)
AFSC _____

Air Force Guard Technician:
Position ID __8__ *(required field)*
Natl Grd Appt Reqmt _____(*required field*)
CPCN Exception Code 000
Position Funding _____ *("R" for unfunded or "X" for funded) (required field)*
Click OK and save DDF

Multiple Agency Information
Functional Acct and Shred _____ *(6 digit FAC listed in Manning Document)*
(required field)
Program Element _____ *(PEC listed in Manning Document)(required field)*
Mobility Reason _____
Responsibility Level _____ *(required field)*
Click OK and save DDF

U S Federal Position Group 1
Personnel Office ID _____ *(required field)*
Office Symbol _____ *(optional)*
Organization Structure ID _____ *(6 digit FAC listed in Manning Document)*
(required field)
Occupational Category Code _____ *(required field)*
FLSA ____ *(required field)*
Bargaining Unit Status _____ *(required field)*
Work Schedule __**F**__
Functional Class __**00**__
Position Sensitivity _____ *(required field)*
Security Access ____ *(required field)*
Supervisory Status ____ *(required field)*
Type Employee Supervised ____ *(required field)*
Payroll Office Id _____ *(required field)*
Click OK and save DDF

U S Federal Position Group 2
Position Type _**APPR** *(required field)*
Position Occupied ____ *(required field)*
Organization Function Code _____
Date Position Classified _____ *(required field)*
Date Position Audit _____
Drug Test ____
Click OK and save DDF

U S Federal Valid Grade Info
Valid Grade _____*(required field)*
Target Grade _____*(required field)*
Pay Table ID _____ *(required field)*
Pay Basis _____ *(required field)*
Employment Category Group _**1**_ *(required field)*
Click OK and save DDF

VALIDATE POSITION.

CHEAT SHEET FOR BUILDING POSITIONS
For Air AGR Positions

EFFECTIVE DATE: _____ *(Date Track to the effective date of Position)*
NAME:
   Position Description _____ (*Field size is 8, if position is Either Or, 1 thru 5 fields enter PD#, last three digits are zero.*)

   Title _____ *(Enter position title)*
   Sequence Number (system generated) **Write it down** _____
   Agency group _NGAF_
   Position type AGR → Click OK

Organization: _%_____%_ (%PAS%)
Job: _____ If **Position Id** equals "**8**" *meaning that the position could be filled by AGR or Tech, then you must enter Job Series listed in position description. If **Position Id** equals "**0**" meaning that the position is AGR only, then you must enter "**0001**". (required field)*

Additional Position Detail area
Servicing Office ID _____ *(required field)*
Servicing Agency NG
Region _NGBU_
PAS Code _____ (*same PAS code as Organization*) *(required field)*
Mobilization Indicator _____
Remarks _____ *(optional)*
Payroll System _0_ *(required field)*
Click OK and Save

Air Force AGR
Manpower PCN _____*(Enter State code (example: AL, AK etc.) follow by "A" (A for Air) and 7 digits SPMD#) (required field)*
Position ID _____(*If position can be filled by AGR or Tech, then enter "8", if position is strickly AGR only, enter "0"*)
AFSC _____ *(AFSC listed in Manning Document) (required field)*
Natl Grd Appt Reqmt _____ *(required field)*
CPCN Exception Code _000_
Position Funding _____ *("R" for unfunded or "X" for funded) (required field)*
Authorized Military Grade: _____ *(required field)*
Click OK and save DDF

Multiple Agency Information
Position Mgt Review Status: _____
Status: _____
Functional Acct and Shred :_____ *(6 digit FAC listed in Manning Document)*
(required field)
Program Element:_____ *(required field)*
Mobility Reason :_____
Responsibility Level::_____ *(required field)*
Gun-Ammo Access ID: __N__
Click OK and save DDF

U S Federal Position Group 1
Personnel Office ID: _____ *(required field)*
Office Symbol: _____ *(optional)*
Organization Structure ID: _____ (*6 digit FAC listed in Manning Document, this will autopopulate Appropiation 1 data field) (required field)*
FLSA: _Y_ *(required field)*
Bargaining Unit Status: 8888
Work Schedule: _F_
Functional Class: _00_
Position Sensitivity: _____ *(required field)*
Security Access: _____ *(required field)*
Supervisory Status: ____ *(required field)*
Type of Employee Supervised: ____ *(required field)*
Position's Organization: _____
Click OK and save DDF

U S Federal Position Group 2
Position Type: _AGR_ *(required field)*
Position Occupied: _0_
Date Position Classified:_____(*enter date position was established, required field)*
Drug Test: ____
Training Program ID: __YY__
Click OK and save DDF

U S Federal Valid Grade
Valid Grade _____ *(If Position Id is "**0**" meaning position is AGR only, then enter "**MC**" for pay plan follow by a dash "**-**" and mil grade 37, 38, 03, 04 etc.., such as "**MC-37**". If Position Id is "**8**" meaning position can be filled by AGR or Tech, then enter pay plan follow by a dash "**-**" and civilian grade as listed in Manning Document such as "**GS-09**".) (required field)*
Target Grade _____ *(optional)*
Pay Table ID ZZZZ *(required field)*
Pay Basis: YY *(required field)*
Click OK and save DDF   **VALIDATE POSITION**

<div align="center">

CHEAT SHEET FOR BUILDING POSITIONS
For Army AGR Positions

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EFFECTIVE DATE: _____ *(Date Track to the effective date of Position)*
NAME:
  Position Description 00000000_ *(field size is 8, last three fields are zero filled)*

  Title _____ *(Enter position title)*
  Sequence Number (system generated) **Write it down _____**
  Agency group _NGAR_
  Position type _AGR_ → Click OK

Organization: **_%_____ _____%** (%UIC%) *(required field)*
Job: 0001 *(required field)*

Additional Position Detail area
Servicing Office ID ______(required field)_
Servicing Agency NG
Region _NGBU_
Unit ID Code _____ *(must be same UIC as Organization) (required field)*
Mobilization Indicator ____
Remarks ______(optional)_
Click OK and Save

Army AGR
Manpower PCN _____
*(Enter State code (example: AL, AK etc.) follow by **0** and the paragraph and line number.*
*Note: If the position is ILO, then third digit must be **"L"**). The paragraph in the MPCN*
must be the same as PARA listed in the POA in US Federal Position Group 1.
FTM Option _____ *(required if applicable)*
Position ID _0_ *(required field)*
Position ILO ______(if Manpower PCN third digit = **"L"**, then field is required)_
MTOE TDA _____
Para Line No _____ *(required field)*
Authorized Psn ____ *(0 or 1) (required field)*
Required Psn ____ *(0 or 1) (required field)*
AMSCO ______(This will autopopulate Appropriation Code 1,_
required field)
Natl Grd Appt Reqmt _____(required field)_
MOS ______(Authorized MOS for position)_
NG AR Unit _____
Manpower Code ___
Sub Field ____
Authorized Military Grade ______(select form LOV mil grade authorized for position)_
Click OK and save DDF

Multiple Agency Information
Position Mgr Review Status: _____
Status: __1__
Program Element _____ *(For Army positions select from the following: 52711A, 58891A, 58897A, 59891A or 59891A)(required field)*
Mobility Reason __9__
Responsibility Level ____ *(required field)*
Gun-Ammo Access ID __N__
Click OK and save DDF

U S Federal Position Group 1
Personnel Office ID _____ *(required field)*
Office Symbol _____ *(optional)*
Organization Structure ID _____(*4 digit para, must be the same as PARA listed in fourth-seventh characters of MPCN)(required field)*
FLSA __Y__
Bargaining Unit Status _8888__
Work Schedule __F__
Functional Class __00__
Position Sensitivity ____ *(required field)*
Security Access ____ *(required field)*
Supervisory Status ____ *(8=Non Supv, 2=Supv/Mgr)*
Type of Employee Supervised ____ *(If Supv status is "8", then enter "99". If not, then select from LOVs)(required field)*
Position's Organization: _____
Click OK and save DDF

U S Federal Position Group 2
Position Type __AGR__*(required field)*
Position Occupied __0__ *(required field)*
Date Position Classified _____ *(enter date position was established)*
Drug Test ____
Training Program ID: __YY__
Click OK and save DDF

U S Federal Valid Grade
Valid Grade _MC-____ *(enter "MC" for pay plan follow by a dash "- " and mil grade 47, 48, 03, 04 etc.., such as "MC-47")* *(required field)*
Target Grade _____ *(optional)*
Pay Table ID _ZZZZ_ *(required field)*
Pay Basis _YY_*(required field)*
Click OK and save DDF

VALIDATE POSITION.

4. DCPS TABLE UPDATE REQUEST FORM:

The DCPS Table Update Request Form is required to change organization data in DCPS for all payroll offices. The form can be download from the following DFAS web side https://dfas4dod.dfas.mil/systems/dcps/consolid/files/Forms.htm. Follow the instructions on the form and submit the information to your CSR. The form must be submitted to DFAS 30 days PRIOR to any change.

DCPS TABLE UPDATE REQUEST

[ver MAR99]
For new activities, complete ALL Parts. To add organizations to existing activities, complete Parts A, B, and F only

PERSONNEL INPUT

PART A
Action Code: Add   Change

UIC/PAS Code   ORG Code: Effective Date: _____

RESOURCE MANAGEMENT/CSR INPUT

PART B - POINT OF CONTACT INFORMATION

DATABASE: (ZKA, CP1, ZGT, ETC _____
POC NAME :   SITE ID: _____
PHONE NUMBER (COMM): _____   PRINTER ID: _____
FAX: _____   E-MAIL ADDRESS _____

PART C – EMPLOYING ACTIVITY OFFICE ADDRESS

Activity: _____
Action Code: Add   Change   Delete
Name: _____
Address: _____
City: _____   State: _____   Zip: _____

PART D – EMPLOYING ACTIVITY

Activity: _____   Action Code   Add   Change   Delete
Agency Code: _____   Major Claimant Code: _____
Blanket Lv Adv IDC: _____   T & A Input Frequency: _____
Shore Leave Eligibility IDC: _____   Credit Hour Carryover Limit: _____
Certification IDC: _____   Labor IDC: _____

PART E – EMPLOYING ACTIVITY ACCOUNTING CLASSIFICATION RECORD

Employing Activity. _____
Eff Date: _____
Departmental Reporter: _____
Acct Activity: _____
Department Code: _____   Transfer Dept: _____   Fiscal Year. _____
Basic Symbol: _____   Limitation /Subhead: _____
Fund Code: _____   ASN/OBAN/BCN: _____   Program Year: _____
OAC: _____   MFP/BPAC/PROJ CD: _____   PEC: _____
RC/CC: _____   ESP: _____   EEIC: _____
Assigned: Job Order: Cost Center: _____   Perf Code _____

PART F– ORGANIZATION RECORD (For multiple organization code changes, please attach list to this form)

Activity: _____   Action Code   Add   Change   Delete
Organization (s): _____
Blanket Advance Leave: _____
T & A Input Frequency: _____
Time Card Option: _____
End of Month Estimate: _____
Labor Indicator: _____
T & A Site Act: _____   Site IDC
T & A Group: _____
CSR Site Act: _____
CSR Group: _____

5. List of Army Manpower Organization Structure ID's from GKO and Full-Time Management Option (FTM-OP) Codes from GKO:

<u>ARMY MANPOWER ORGANIZATIONAL STRUCTURE CODES</u>

STARC & USPFO

<u>Paragraph Number</u>	<u>Unit/Organization</u>
1210	Command Admin Ofc
1211	Construction and Fac Mgt HQ
1212	Director of Logistics HQ
1213	DCS for Info Mgt HQ
1214	Inspector General Ofc
1217	Asst Prof Mil Science
1220	Constr and Fac Mgt Spt Ofc
1221	Director of Logistics Spt Ofc
1222	General Safety Office
1224	DCS for Info Mgt Spt Ofc
1228	STARC Med Det
1229	Environmental Ofc
1310	Military Personnel Ofc HQ
1320	Military Personnel Spt Ofc
1322	MILPO SIDPERS
1324	MILPO Pers Svc Br
1331	MILPO Recruiting and Retention
1410	DCS for Operations
1421	DCSOPS Training Br
1422	DCSOPS Plns Opns Mil Spt Br
1423	DCSOPS Mob Rdns Br
1520	USPFO Admin Ofc
1521	USPFO Internal Review
1522	USPFO Data Processing Install
1523	USPFO Comptroller Division HQ
1524	USPFO Comptr Div Fiscal Actg
1525	USPFO Comptr Div Pay & Exam Br
1620	USPFO Supply & Services Div HQ
1621	USPFO SS Div Material Mgt Br
1622	USPFO SS Div Strg and Distr Br
1623	USPFO SS Div Comm Transp Br
1624	USPFO Purchasing & Contract Div
1626	USPFO SS Div Property Mgt Br
1710	Human Resources Ofc HQ
1721	HRO Labor Relations (Deleted in FY98, moved requirements to 1723)

1722	HRO Equal Empl Opp
1723	HRO Tech Pers Mgt Br
1724	HRO AGR Mgt Br
1725	HRO DCPDS Ofc
1727	STARC/USPFO State Unique
1728	STARC/USPFO Rgnl/Ntl Prgm

TASS & TRAINING SITES

Paragraph Number	**Unit/Organization**
1820	RTI Regional Training Institute
1821	Marksmanship Training Center, Mountain Warfare School
1822	RTS Medical
1823	RTS Maintenance
1824	National Maintenance Training Center
1825	Los Alamos, Combat Vehicle Transition Training Team (CVTTT)
1826	Western Army Aviation Training Site (WAATS), High Altitude Army Aviation Training Site (HAAATS), Eastern Army Aviation Training Site (EAATS)
1827	Audio-visual
1828	Print Plant
1829	High Tech Training Site
1921	Training Sites

UNITS

Paragraph Number	**Unit/Organization**
2000-3999	Paragraphs are structured by each state to reflect the hierarchy of Peacetime Command and Control.

ARMY AVIATION

Paragraph Number	**Unit/Organization**
4020	State Army Aviation Office (SAAO)
4141-4145	Army Aviation Support Facility -OPRNS & TRNG (AASF)
4621-4625	Army Aviation Support Facility
4740	Aviation Classification Repair Activity Depo (AVCRAD)
4948	Operational Support Aviation Command Detachment C-23
4949	Operational Support Aviation Command Detachment (C-12s)

SURFACE MAINTENANCE

Paragraph Number	Unit/Organization
5020	Surface Maintenance Manager (SSM)
5121-5421	Field Maintenance Shop (FMS)
6021-6025	Unit Training Equipment Site (UTES)
6021-6025	Combined Support Maintenance Shop (CSMS)
7021-7025	Maneuver Area Training Equipment Site (MATES)

Full-Time Management Option (FTM-OP) Codes

OP-CODE	DESCRIPTION
AI	ADDITIONAL IDENTICAL
AW	ACTIVE DUTY FOR SPECIAL WORK (ADSW)
CT	BATTALION COMMAND TOUR (TITLE 10)
E	EXCEPTION
EX	T10/T32 EXCHANGE
F	FIXED
FL	FURLOUGH
GF	GRANDFATHERED
JS	JOB SHARING
LW	LEAVE WITHOUT PAY (LWOP)
OG	OVERGRADE
SA	STATE ACTIVE DUTY
SH	SUMMER HIRE
T	TEMPORARY
WC	OCCUPATIONAL WORK COMPENSATION PROGRAM (OWCP)
X	EXCESS